

Minutes
Baraboo District Ambulance Commission
Remote/Virtual Meeting
Baraboo City Hall Council Chamber for non-virtual Commission Members Only
Baraboo, WI 53913
Wednesday, April 8, 2020 at 7:00 PM

- Notice to -

Commissioners: Karl Berna, David Dahlke, Dave Kitkowski, Heather Kierzek, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Tim Stone, Terry Turnquist, Phil Wedekind

Others: Wayne Maffei, Nicole Marklein, Dr. Manuel Mendoza, Mayor Palm, Kennie Downing, Pat Mannix & Sarah Wroblewski (Andres Medical Billing), James Newlan (Camp Douglas), Linda Henning (Pardeeville), Local Media

*The Baraboo District Ambulance Service is holding the Commission Meeting virtually via conference call to help protect our community from the Corona virus (COVID-19) pandemic and to comply with the State of Wisconsin's "Safer at Home" Order. Commission Members participating remotely, will have the ability to hear all Commission Members during the meeting, and will have all documents relevant to the agenda accessible by email. Commission Members unable to attend remotely, will have access to Baraboo City Hall Council Chambers to attend in-person. Due to social distancing requirements, each member will need to maintain 6 feet distance from other attendees. Any vote taken by the Commission will be by roll call vote. **For Commission Members unable to attend remotely, and intending to attend in-person, please notify Commission President David Dahlke at djdahlke@yahoo.com in order to ensure proper social distancing measures are in place.*

The public may access the open session portion of the meeting in the following ways:

1. Due to space limitations and social distancing requirements, attendance in person is not available
2. Attend remotely: Members of the public may listen to the meeting live via phone/computer by calling (262) 220-7112 **Conference ID: 435 406 832#** (all numbers and symbol should be entered)
3. Written comments: members of the public must send written public comments on agenda items to Commission President David Dahlke at djdahlke@yahoo.com. These comments will be distributed to other Commission Members and may be read during the "public invited to speak" section of the agenda.

Call to Order & Roll Call

Call to order at 7:00 PM by President Dave Dahlke. Roll Call of Commissioners was done answering present was D. Dahlke, D. Kitkowski, Heather Kierzek, R. Meier, J. Petty, R. Puttkamer, T. Stieve, T. Stone, T. Turnquist, and P. Wedekind. Absent was K. Berna

1. Note compliance with the Open Meeting Law Confirmed by J. Rago
2. Adoption of agenda Motion by T. Stieve 2nd by J. Petty to adopt agenda. Passed unanimously by voice vote.
3. Approval of previous minutes Motion by T. Stieve 2nd by T. Turnquist to approve previous Minutes. Passed unanimously by voice vote.

Posted by: _____

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5th Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.

Minutes
Baraboo District Ambulance Commission
Remote/Virtual Meeting
Baraboo City Hall Council Chamber for non-virtual Commission Members Only
Baraboo, WI 53913
Wednesday, April 8, 2020 at 7:00 PM

Public Comments – In lieu of voiced public comments, correspondence received from the public may be read by Commission President David Dahlke

None

Reports

- Legal Counsel Report By Nicole Marklein – Compliance with Federal Emergency Leave Law implemented and rolled out. Up to 80 hours of sick leave for an employee due to CoVid 19 and up to 12 weeks of FLMA. The exception to this law is that the Commission could chose to exempt emergency responders. Could be considered as an agenda item later.
- Treasurer/Financial Report – By R. Meier stated that the December Financials are being revised to reflect the write offs that were approved last month. That change will put us at a small loss for last year but tonight's write offs will also be put on 2019 and not 2020. We will be showing a loss for last year. We also will be recommending that all of the outstanding existing AR be transferred to AMB to decide what is collectable and what is not. We may not have any write offs for a couple of months until AMB gets up to speed. We will have to look at amending the 2020 budget especially since call volume is down. Due to having reduced call volume we are under budget for the past months. We will have to look at expenditures also. This also ties in with cash flow and that is concerning. The transition committee and the finance committee will be making recommendations for these issues.
- HR Report by B. Larsen recruiting is on hold as well as limiting overtime and part-time hours. Do not know when CoVid 19 might affect our call volume as an increase. The employee complaint process based on employee input. I am creating a list of general categories to generate internal discussions and collaboration to come up with resolutions to issues that have been raised. Regarding the CoVid 19 Families First Act has been sent out to employees and implemented by the April 1st deadline. The CoVid 19 Emergency Leave Law has already been discussed. Job descriptions have been completed. A question of who hires the management team and who has oversight of the two positions newly created on that team may have to be resolved with a change in the By-Laws. No other changes by legal. Reported on CoVid 19 Protocol and Decontamination Procedures deferred to C. Johnson. Important that the employees have all the tools to be safe and that they acknowledge by signature that they have read and understand these procedures. J. Rago interjected that Dr. Mendoza, our medical has reviewed these documents and approved them.

Posted by: _____

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5th Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.

Minutes

Baraboo District Ambulance Commission

Remote/Virtual Meeting

Baraboo City Hall Council Chamber for non-virtual Commission Members Only

Baraboo, WI 53913

Wednesday, April 8, 2020 at 7:00 PM

- President's Report by D. Dahlke appreciates everyone's patience and flexibility as BDAS complies with the new rules imposed by CoVid 19 directives form meetings and social distancing.
- Interim Chief's Report (See attached report)
- Transition Committee by T. Turnquist did a lot of work on job descriptions, have received 4 resumes for Interim Director. He would like them printed out for the committee to use as opposed to just the electronic versions. R. Meier stated that it is difficult with the CoVid 19 directives to set meetings.
- Report on IT options by C. Johnson talked about the MS Teams platform for meetings. Talked with Charter for fiber optic lines. Several other options need to be considered by transition committee before a recommendation can be made. MIS proposal was informational only. No negotiations have been started to see what their availability to provide IT service to BDAS. T. Stieve offered to help facilitate contact with Sauk County on the MIS agreement and how it might be implemented.

Consent Agenda

Recommendations from the Finance Ad Hoc Committee:

- Approve check details and online payments for February 16-March 28, 2020 in the amount of \$164,436.36
- Approve write offs of patient accounts and apply amount to 2019

President Dahlke offered the Consent agenda as a slate for approval. A motion was made by J. Petty and 2nd by P. Wedekind to approve the Consent Agenda as a slate of \$164,436.75 check details and online payments for 2/16—3/28/20 and the write offs of patient accounts and to apply the amount to 2019. Passed unanimously by voice vote.

Presentation:

Presentation by Sarah Wroblewski of Andres Medical Billing. She gave general back ground information of services and client types. Followed by Commissioner questions and discussion. R. Meier asked about data files be accepted. S. Wroblewski responded yes with some IT involvement from BDAS. They have done this type of transition before. R. Meier asked about moving our older claims to AMB and when could they be reviewed for write offs. S. Wroblewski could look at that right away.

Posted by: _____

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5th Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.

Minutes
Baraboo District Ambulance Commission
Remote/Virtual Meeting
Baraboo City Hall Council Chamber for non-virtual Commission Members Only
Baraboo, WI 53913
Wednesday, April 8, 2020 at 7:00 PM

New Business

1. Approval of agreement with Andres Medical Billing

A motion to approve agreement for billing by Andres Medical Billing and authorize T. Snow to sign the agreement was made by T. Stieve 2nd by J. Petty. Roll Call vote T. Stieve, J. Petty, T. Stone, T. Turnquist, H. Kierzek, P. Wedekind, D. Dahlke R. Puttkamer all voted aye and no nays. Motion passes.

2. Approval of Business Associate Agreement with Andres Medical Billing

A motion to approve the Business Associate Agreement with Andres Medical Billing and authorize T. Snow to sign the agreement was made by T. Turnquist 2nd by R. Meier. Roll Call vote T. Stieve, J. Petty, T. Stone, T. Turnquist, H. Kierzek, P. Wedekind, D. Dahlke, R. Puttkamer all voted aye and no nays. Motion passes.

3. Discussion and possible action for listing of vehicles on Wisconsin Surplus.

4.

Motion to sell on Wisconsin Surplus Ambulance 579, Med 3 and Jeep Grand Cherokee with minimums of \$2,000.00 on 579, \$4000.00 on Med 3 and \$4000.00 on Jeep Grand Cherokee was made by T. Stieve with 2nd by P. Wedekind. Passed unanimously by voice vote.

Motion to sell on Wisconsin Surplus Ambulance 579, with a minimum of \$2000.00 was made by T. Turnquist and 2nd by T. Stieve. Passed unanimously by voice vote.

5. Discussion and possible action regarding billing agreements

a. Pardeeville

J. Rago gave background on communication with Pardeeville Town Board Member and Service Director. They stated that they will be using a different billing serve and it was already in place. T. Snow spoke to what is owed by Pardeeville for our work. N. Marklein outlined legal issues and suggested a letter to Pardeeville.

Motion was made by T. Stieve and 2nd by T. Turnquist to send a letter to mutually terminate the billing agreement between Baraboo District Ambulance Service and Pardeeville as March 1, 2020 if payment of \$1000.00 for past services and legal costs are received by the end of April from N. Marklein, Legal Counsel. Passed unanimously by voice vote.

Posted by: _____

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5th Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.

Minutes
Baraboo District Ambulance Commission
Remote/Virtual Meeting
Baraboo City Hall Council Chamber for non-virtual Commission Members Only
Baraboo, WI 53913
Wednesday, April 8, 2020 at 7:00 PM

b. Camp Douglas

Background by T. Snow and N. Marklein with comments by Commission Members.

R. Meier asked to table this discussion to May meeting

6. Schedule Special Meeting of the Members

Scheduled for after the Regular Meeting on April 22, 2020

Commissioner Comments & Future Agenda Items

Next Meetings

- Commission Meeting April 22, 2020 at 7:00 PM. This will be a Virtual Meeting.
- Special Meeting of the Members. Scheduled for after the Regular Meeting on April 22, 2020

Adjournment

Motion to adjourn made by R. Meier, 2nd by T. Stieve. Passed by unanimous voice vote.

Posted by: _____

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5th Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.

Chief's Report 04/8/2020

2017 FEMA AFG Grant is closed out and accepted.

2019 FEMA AFG Grant was submitted by Troy and Rachel and accepted.

Crew morale is better, It was reported to me that St. Clare ER Staff have very positive things to say about our staff during the CoVid 19 emergency. Call volume is down due to CoVid 19.

575 sold for \$6876.77

Zoll Monitors sold for \$1050.00

COVID 19 - We are receiving daily updates on the situation surrounding this CoVid 19.

We are implementing a Special Operations Plan for the CoVid 19 Outbreak. Our Medical Director Dr. Mendoza has approved this Plan with changes that may be needed as conditions evolve. Caleb was instrumental in formulating this Plan

We applied for our third delivery of PPE from the Strategic National Stockpile. Everything that we have received is out of date but approved for use by the CDC.

We continuously receive updated information from the Center for Disease Control, State of Wisconsin Health and Human Services Department and the South Central Wisconsin Emergency Healthcare Coalition.

ET3 Program implementation has been postponed until Fall 2020

Posted by: _____

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5th Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.